

PLANNING & DEVELOPMENT SERVICES

If you have any questions regarding the information requested on this form, please call 604-873-7611.

Project Address:

Permit Number:

Documents Required

Staff Use Only

Document	Copies Required	Details	Notes	Copies Attached	Accepted
Application Form & Fees	1	Development and Building (DB) Permit	Plumbing Permit (required) and Electrical Permit (if required) are separate submissions.		
Owner and Lessee Undertaking Letters	1		Form letter available at: http://vancouver.ca/files/cov/owners-undertaking-letter.pdf All letters / documents must have original signatures; no photocopies or fax copies will be accepted.		
Strata Council Authorization Letter	1		If building is strata titled, letter must be signed by the strata's chairperson indicating knowledge and acceptance of proposal; no photocopies or fax copies will be accepted.		
Drawings Required - Design Professional must sign and seal each page of all drawings and details. Scale not less than 1/4" = 1'0" (1:50) unless otherwise noted.					
Site Plan	3	Site Plan should include the following: <ul style="list-style-type: none"> ▪ Dimensions of site (including North arrow) ▪ Location of the building(s) on the site ▪ Street address, street names and location as well as location of any lanes ▪ Building setback dimensions from property lines 	Minimum scale: 1/16" = 1'-0" (1:200)		
Roof Plan and Elevations	3	<ul style="list-style-type: none"> ▪ Show roof line/parapet height ▪ Show solar panel location and setback dimension from edge of roof ▪ Indicate any rooftop mechanical units, skylights, accessible decks, guard rails, planters, landscaping and standpipes 	Affected elevations only		
Architectural Building Envelope roof/wall penetration Details	3 Signed & Sealed	Construction details	Scale not less than 3" = 1'-0" (1:4).		
Structural	3 Signed & Sealed	Structural framing details of installation area and panel to roof connection			
Mechanical and Plumbing	3 Signed & Sealed		Where possible, these may be combined on one sheet.		

Retro-fits for Solar Hot Water Heating Systems
 In Multiple Dwelling and Commercial Buildings cont'd

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Letters of Assurance - Design Professionals must sign and seal all individual pages of the Letters of Assurance					
Schedule A	1				
Schedule B1/B2	1	Architectural			
Schedule B1/B2	1	Structural	Professional structural concept review will be required for a Part 4 building structure		
Schedule B1/B2	1	Mechanical			
Schedule B1/B2	1	Plumbing			
Schedule D1	1	Building Envelope			

Additional Information

Refer to Bulletin 2011-001-BU/PL - <http://vancouver.ca/commsvcs/LICANDINSP/bulletins/2011/2011-001.pdf>

**** NOTE **** Work on/near the property line may require a Street Occupancy (Hoarding) Permit.
 Contact the Engineering Department at 604-873-7322 or 604-873-7773.

- Yes No Is a cross-connection control device (backflow preventer) proposed?
 Yes No Is an Electrical (EL) Permit application required?
 Yes No Will a Plumbing (PL) Permit application be concurrent? (licensed contractor must apply for PL permit)